BUILDING PERMIT CHECKLIST

This checklist must be completed and attached to the Application for Building Permit or application will be rejected.

CITY ORDINANCE 424 **FORM COM-BP-2-8.15**

- ☐ I have obtained a copy of City of Mackay Ordinance No. 424; have read and understand stated requirements.
- ☐ A "Registered Contractor" is not required to complete this construction (Idaho Code 54.5205)
  Registered Contractors are not required for the following: A person performing work on one (1) project considered to be causal, minor, or inconsequential (less than $2000.00); An owner building on his own property; Owners of commercial properties or lessees building with the owner's consent; A person building on his own rented residence, with owner's permission.
- ☐ A "Registered Contractor" is required to complete this construction (See Idaho Code 54.5205 if uncertain).
- ☐ Structure will change or add to City Sewer Service – Attach copy of agreement with sewer department
- ☐ Structure will change or add to City Water Service – Attach copy of agreement with water department
- ☐ For any planned excavation or construction in the city right of way attach agreement with City Public Works.
- ☐ Structure being built will require digging or excavation
  - ☐ Utility line locations have been identified and marked on the property being excavated. It is the Applicants responsibility to obtain this service. Utility lines include: sewer, water, telephone, electrical, gas, etc. The Applicant is solely responsible for any and all damages to Utility Services.
- ☐ Plot Plan has been completed and is attached to the application:
- ☐ True streets, alley and adjoining property lines have been determined and identified on the property.
- ☐ Determining property lines is the responsibility of the Applicant (See Ordinance 424). No building permit will be granted if true property lines are not identified.
- ☐ Property lines and structure locations are identified on the Plot Plan
- ☐ Setbacks (See Ordinance 424) are identified on the Plot Plan in a contrasting color.
- ☐ All proposed structures (excluding new fences) are within the required Setbacks (See Ordinance 424)
- ☐ Utility locations (existing and proposed) are indicated on the Plot Plan if digging or excavation is required.
- ☐ Driveways and sidewalks (Public and Private) are indicated on the Plot Plan. The builder will be responsible for putting in any new curb and sidewalks on new construction.
- ☐ Ingress, egress, parking area and material of construction, and drainage plan are indicated on the Plot Plan for commercial buildings.
- ☐ A copy of the Public Works Standards and Technical Specifications manual MUST always be on building site.
- ☐ ***A Connection Fee of $5,500.00 (plus the meter and vault) for 1 inch water and an additional $1,000.00 for sewer. A $500.00 minimum fee is also required for each trench that crosses City property. A $45.00 transfer fee is required for all change of account services. Fees are Payable to the City Clerk Prior to Installation of the Service. A $15.00 per month meter charge will be charged for six months (April – September) after service is installed.***

I, the undersigned, hereby certify that the information contained herein and attached hereto is true and correct to the best of my knowledge and agree to comply with all applicable City of Mackay Ordinances and State laws regulating this project. I acknowledge that this is only an Application for a Building Permit, and that a City of Mackay Building Permit must be obtained based upon approval of this Application for Building Permit by the Planning and Zoning Commission prior to City Council approval at a City Council Meeting (may be as long as 30 days until approved). I understand that the Building Permit that will be issued is only for verification of compliance with Planning and Zoning Ordinance number 424 and is for the construction identified. It cannot be used for any other construction activities. I acknowledge I have been given the Application for Building Permit, Building Permit Checklist, and any Ordinances that I have requested (please list ordinances obtained);

_____ _____

Signature of Applicant Date

City of Mackay
PO Box 509 - Mackay, Idaho 83251-0509 - (208) 588-2274

APPLICATION FOR BUILDING (ZONING) PERMIT

This is an application and not a Building Permit.
Application must be reviewed/approved or rejected by the Planning and Zoning Commission

Applicant	Owner Check if Same ☐ as Applicant	Builder Check if Same ☐ as Applicant
Name:	Name:	Name:
Mailing Address:	Mailing Address:	Mailing Address:
City/State/Zip:	City/State/Zip:	City/State/Zip:
Phone No:	Phone No:	Phone No:
E-Mail:	E-Mail:	E-Mail:

Idaho Contractor's Registration Number (Unless Exempted by IC 54-5205) _____

All applications must include Application Checklist (FORM COM-BP-2-8.15), plans, sketches, drawings and specifications (FORM COM-BP-3-8.15). Any digging/excavation must have a survey for underground utilities performed. Above items must be attached to application or application will be denied.

☐ New Dwelling	☐ New Commercial/Industrial
☐ Residential (Remodel or Addition)	☐ Commercial/Industrial (Remodel or Addition)
☐ Detached Structure (Shed, Garage etc.)	☐ Other _(Identify)_____

Building Site Address:

Project Value (without lot): $ **Finished Square Feet of Project: sq. ft.**

Description of Construction and Use (attach additional pages if needed):

Applicant's Signature: _____ Date: _____

Permit Fee is enclosed ☐	**OFFICIAL USE ONLY:**		
	☐ **Approved**	☐ **Rejected**	☐ **Need More Information**
	By:	**Date:**	

prior to approval by the Public Works Supervisor before beginning any work. This Application is to ensure compliance with City Planning and Zoning Ordinance 424. Ordinance is available from the City Clerk upon request. P & Z meets the first Tuesday of every month.

BUILDING PERMIT PLOT PLAN

CITY ORDINANCE 424

FORM COM-BP-3-8.15